

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: 540.428.8715

Fax: 540.347.5753

NOTIFICATION OF CATALOG DISCOUNTS

DATE: October 3, 2003

CONTRACT NUMBER: 183443

CONTRACT PERIOD: Oct 3, 2003 through February 1, 2005

DISCOUNT: 15% applied to current Highsmith and Upstart catalogs.

CONTRACTOR: Highsmith
VN: 631232 W5527 State Road Road 106
P.O. Box 800
Fort Atkinson, WI 53538-0800

Attention: Shawna Ley
Ph: 800-543-2180 Fax: 800-350-6236
Email: aley@highsmith.com

TERMS: Net 45 days
DELIVERY: As Needed
FREIGHT: Free freight and handling on stock supplies. Shipping and
Handling will be prepaid and added to the invoice on items
Shipped from the manufacturer.

FOR FURTHER INFORMATION CONTACT: Barb Whitehurst, Buyer
Phone: 540-428-8715

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING
DEPARTMENTS: **This offer does not represent an exclusive or contractual relationship.**
Three (3) competitive bids are still required for orders greater than \$2000.00

By: _____
Barb Whitehurst, Buyer

INSTRUCTIONS

1. **Orders:** All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Not valid with other discounts, bids, 3M security products, sale catalogs, or orders already in progress. Additional charges for inside delivery, liftgate delivery or prior notification will be prepaid and added to your invoice. In addition to this discount, vendor would like to be considered for larger purchases or a furniture project in the following categories:
 - Library/Supplies/Furniture and Equipment
 - School and Classroom Supplies/Furniture and Equipment
 - Computer and Technology Supplies/Furniture and Equipment
 - Audiovisual Supplies/Furniture and Equipment
 - Office Supplies/Furniture and Equipment